

PERSONNEL INFORMATION SYSTEMS

**ARMY
RESERVE
RETIREMENT
POINT CREDIT
SYSTEM**

Headquarters
Department of the Army
Washington, DC
8 June 1973

UNCLASSIFIED

SUMMARY of CHANGE

AR 680-30

ARMY RESERVE RETIREMENT POINT CREDIT SYSTEM

Not applicable.

Effective 10 January 1973

PERSONNEL INFORMATION SYSTEMS

ARMY RESERVE RETIREMENT POINT CREDIT SYSTEM

By Order of the Secretary of the Army:

CREIGHTON W. ABRAMS
General, United States Army
Chief of Staff

Official:

VERNE L. BOWERS
Major General, United States Army
The Adjutant General

History. This publication has been reorganized to make it compatible with the Army electronics publishing database. No content has been changed.

Summary. This revision provides formats and instructions for the preparation and disposition of DA Form 3592, Army Reserve Retirement Credit Card, and DA Form 1383, Annual or Terminal Statement of Retirement Points.

Applicability. Not applicable.

Proponent and exception authority. The proponent agency of this regulation is The Adjutant General's Office.

Army management control process. Not applicable.

Supplementation. Local limited supplementation of this regulation is permitted but is not required. If supplements are issued, Army Staff agencies and major Army commands will furnish one copy of each to the Commander, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ–S–PR;

other commands will furnish one copy of each to the next higher headquarters.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) direct to Commander, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ–S–PR, 9700 Page Boulevard, St. Louis, MO 63132.

Distribution. To be distributed in accordance with DA Form 12–9A requirements for AR, Personnel Information systems

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ARNG: None

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*This regulation supersedes AR 680–30, 29 April 1970.

RESERVED

1. Purpose.

- a.* Troop Program units.
- b.* The Staff and Faculty of USAR Schools.
- c.* Control Groups: Officer Active Duty Obligor, excluding that portion under RCPAC command; Delayed; and Delayed Entry.
- d.* USAR units and Control Groups under oversea Army command jurisdiction.

2. Frequency and where prepared.

The data processing Activity serving Army Reserve personnel will prepare and distribute a statement of retirement points earned for each reservist as prescribed by AR 140–185.

3. Source of data.

The source documents for recording retirement points are—

- a.* DA Form 1379 (Unit Record of Reserve Training). This is a computer–printed monthly roster of personnel assigned or attached to US Army Reserve units, which is annotated to reflect attendance at or absence from, scheduled drills and assemblies; performance of annual training; and the performance of other authorized training or duty as prescribed by AR 140–185.
- b.* DA Form 1380 (Record of Individual Performance Of Reserve Duty Training). This document is used to report authorized training performed while in an attached status and to record performance of the various special projects or training duties authorized by AR 140–185.
- c.* DA Form 2328 (Record of Army Extension Courses Completed). The Service schools use this form to report satisfactory completion of Army extension courses and the number of credit hours completed as of the anniversary date of the reservist's retirement year.
- d.* DD Form 220 (Active Duty Report). This form is used, as prescribed in AR 135–200 and AR 140–185, to report dates of Active Duty for Training (ADT), or Annual Training (AT) if not performed with the parent unit.
- e.* DD Form 214 (Report of Separation from Active Duty). Inclusive dates of extended active duty or periods of Active Duty Training in excess of 90 days that may be creditable for retirement points are reported on this form.

4. Army Reserve Retirement Credit Card, DA Form 3593.

- a.* The Army Reserve Retirement Credit Card, DA Form 3593, will be used by unit commanders to record the retirement points awarded each month to members of units under the jurisdiction of CONUS Army commanders.
- b.* The DA Form 3593 is a computer–produced document prepared at CONUS Army Data Processing Centers from the Reserve Personnel Master Tape record of each unit member. The card format (table 1) is so designed that when point credits are added the Annual or Terminal Statement of Retirement Points, DA Form 1383, can be created by direct reproduction of the DA Form 3593. This card format is shown at table 1.
- c.* The DA Form 3593) will be produced by the computer system during each End of Month Processing cycle. Cards will be prepared for enlisted and officer/warrant officer gains from: Civil life; National Guard or other branches of service; Army Reserve Components Personnel and Administration Center (RCPAC); direct assignment to units from an active duty status; and other Army commands (inter Army transfers). Cards will also be produced during the EOM processing cycle for those assigned unit members whose retirement year ending month is 2 months subsequent to the processing month. To facilitate posting of retirement points, the sequence of the DA Form 3593 is the same as the DA Form 1379; that is, alphabetically by grade within Unit Identification Code. This card will be used to record retirement point credits, which are earned during the ensuing retirement year.
- d.* A Retirement Credit Card Control Roster is also produced by the computer system during the EOM processing cycle. The purpose is to provide unit, commanders with a means of controlling the closing out and disposition of the DA Form 3593 for the previous retirement year. The roster lists the unit members for whom a, new DA Form 3593 was produced. An “Action” column on the roster contains a message concerning disposition of the closed out DA Form 3593. The message “3593 Due” requires that the closed out form be forwarded to the DPC for preparation of the DA Form 11383, Annual or Terminal Statement of Retirement Points. The message “Obligated EM” requires that the closed out DA Form 3593 be placed in the Reservist's Military Personnel Records Jacket (MPRJ) and retained as a permanent document in lieu of DA Form 11383. The message “New Member” indicates that, a DA Form 3593 is provided for posting retirement credits earned from the effective date of assignment.
- e.* Retirement point credits will be, manually entered, at unit level, on the prepunched DA Form 3593 in the calendar months column as they are earned throughout the year. These data will be obtained from the source documents referred to in paragraph 3.
- f.* The beginning and ending dates of completed Annual Training will also be recorded. Space is provided on the DA Form 3593 for recording a maximum of two such tours during a retirement year.
- g.* The DA Form 3593 will be closed out not later than the last day of the month following the month in which the retirement year ends. The points to be credited will be totaled and posted in the designated blocks of the card.

h. The Reason and Qualification Codes to be entered in the DA Form 3593 are shown below. Enter in columns 55 and 56 as appropriate.

(1) Reason Codes to be entered in column 55 are:

Code 1—Annual Statement Due.

Code 2—Terminal Statement due by reason of discharge or transfer to the National Guard or, other branch of service.

Code 3—Terminal Statement due, Reservist ordered to extended active duty.

Code 4—Reservist is deceased.

Code C—Corrected DA Form 1383 being issued.

(2) Qualification codes to be entered in column 56 for Reserve officers are:

Code 1—Qualified for retention only (total points earned is 27 to 49);

Code 2—Qualified for retention and retirement (total points earned is 50 or more)

Code 3—Not qualified for retention (total points earned is less than 27).

(3) Qualification codes to be entered in column 56 for Reserve enlisted are:

Code 1—Qualified for retention only, (total points earned is 20 to 49)

Code 2—Qualified for retention and retirement (total points earned is 50 or more);

Code 3—Not qualified for retention (total points earned is less than 20).

5. Disposition of DA Form 3593.

When Reservist is transferred within the Army Reserve prior to retirement year, ending date will be as follows:

a. The DA Form 3593 will not be closed out when the Reservist is reassigned or transferred within the Army Reserve prior to the retirement year ending date. The DA Form 3593, under these circumstances, will be placed in the Reservist's Military Personnel Records Jacket (MPRJ), which is forwarded to the gaining commander. The losing commander will insure that retirement points earned during the period the Reservist was assigned are posted to the DA Form 3593.

b. When reassignment is within the same CONUS Army command, the DA Form 3593 will be annotated by the gaining unit to update the Unit Identification Code (UIC). This DA Form 3593 will then be used to post the points earned from the effective date of assignment through the remainder of the Reservist's retirement year.

c. When the Reservist is transferred from one CONUS Army command to another CONUS Army command, the gaining commander will insure that the retirement credits earned at the previous command are transcribed from the DA Form 3593 in the MPRJ to DA Form 3593 issued for "New Member," (para 4d).

6. Annual or Terminal Statement of Retirement Points, DA Form 1383.

a. The basic data prepunched in columns 1 through 42 and columns 57 through 62 of the DA Form 3593 will be duplicated in those columns in DA Form 1383. However, if the basic data has been changed or corrected by the unit commander, the corrected or changed information will be punched in the applicable card columns of the DA Form 1383. Particular circumstances under which changes to basic data will be appropriate are—

(1) UIC change, card columns 57 through 62, required as the result of transfer of a reservist from one unit to another unit within the same CONUS Army command.

(2) RYE change, card columns 36 through 42, because a Terminal Statement is being issued and the effective date of loss to the Army Reserve is a date prior to RYE date.

(3) RYB and RYE change, card columns 29 through 42, because retirement year month and day was incorrect when input to the Reserve Personnel Master File.

b. The remaining data to be entered in the DA Form 1383 will be obtained from the designated blocks in the Retirement Point Total column of the DA Form 3593 and will be punched in the card columns shown therein.

c. The Annual Statement of Retirement Points, DA Form 1383, is due not later than 2 months subsequent to the month of the Retirement Year Ending date. DA Form 1383 will be produced in sufficient copies to provide for the distribution prescribed in AR 140–185. One copy will be used as input to the USAR Field System to update of the Reserve Personnel Master Tape record with the total retirement points earned in the preceding year.

d. A Terminal Statement of Retirement Points, DA Form 1383, will be prepared and distributed in accordance with AR 140–185 when active Reserve status is terminated for one of the following reasons:

(1) Entry of Reservist on extended active duty.

(2) Transfer of Reservist to the Army National Guard or another service.

(3) Transfer of Reservist to an inactive

(4) Discharge of Reservist.

(5) Death of Reservist.

The copy of the DA Form 1383 normally included in the MPRJ will be sent to the appropriate State Adjutant, General when a Reservist is transferred to the National Guard.

7. Card format.

DA Form 1383 will be prepared in the format shown in table 2.

8. Forms.

The forms referenced in this regulation will be requisitioned through normal AG publications supply channels.

Table 1

Item	Columns punched	Interpreting positions
(1) NAME	1-18	1-8-18
(2) Military Personnel Class Code	19	19
(3) Social Security Number	20-28	22-30
(4) Retirement Year Beginning Date:		
Year	29-30	45-46
Month (3 char alpha)	31-33	47-49
Day	34-35	50-51
(5) Retirement Year Ending Date:		
Year	36-37	54-55
Month (3 char alpha)	38-40	46-58
Day	41-42	59-60
(6) Unit Identification:		
Parent Unit Code	57-59	36-38
Sub Unit Code	60-61	39-40
Morning Report Indicator	62	41
(7) Grade	79	32

Table 2

Item	Columns punched	Interpreting positions
(1) Name (only 13 char are interpreted)	1-18	12-24
(2) Military Personnel Class Code	19	2
(3) Social Security Number	20-28	3-11
(4) Retirement Year:		
(a) Beginning Date:		
Year	29-30	26-27
Month (3 char alpha)	31-33	30-32
Day	34-35	35-36
(b) Ending Date:		
Year	36-37	38-39
Month (3 char alpha)	38-40	41-43
Day	41-42	46-47
(5) Point Totals:		
(a) Reserve Duty training	43-44	49-50
(b) Membership	45-46	51-52
(c) Extension course credits	47-48	53-54
(d) Active duty or ADT	49-51	55-57
(e) Total	52-54	58-60
(6) Reason for issuance code	55	25
(7) Qualified	56	1
(8) Unit Identification:		
(a) Parent Unit Code	57-59	48-50L
(b) Sub Unit Code	60-61	51-52L
(c) Morning Report Indicator Code	62	54L
(9) Annual Training Tour Dates:		
(a) From: Day	63-64	12-13L
Month(2 Char alpha)	65-66	15-16L
To: Day	67-68	21-22L
Month(2 Char alpha)	69-70	24-25L
(b) From: Day	71-72	34-35L
Month(2 Char alpha)	73-74	37-38L
To: Day	75-76	42-43L
Month(2 Char alpha)	77-78	45-46L
(10) Blank	79	

Table 2
—Continued

Item	Columns punched	Interpreting positions
(11) Preparing DPA	80	60L

Notes:

The month in which AT was performed will be abbreviated in the following manner:

January—JA	April—AP	July—JL	October—CO
February—FE	May—MA	August—AU	November—NO
March—MR	June—JU	September—SE	December—DE

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